



## CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

### *California Institute for Regenerative Medicine (CIRM)*

#### **Administrative Coordinator**

CIRM, which was established as a result of the passage of Proposition 71, the California Stem Cell and Cures Initiative, will provide \$3 billion over ten years in grants and loans to California research institutions for research on stem cells.

Administrative Coordinator will be responsible for answering, screening, and routing all incoming telephone calls for CIRM. Incumbent will greet all guests to CIRM and professionally alert CIRM staff of their arrival. He/She will receive all deliveries; schedule conference room(s), monitor and keep tidy photocopy, mail and facsimile machines; sort and disseminate mail daily. He/She supports the procurement program by maintaining and stocking office supplies and materials; processes bills and invoices for payment. He/She ensures that all approvals are obtained and that claims for payment paid in accordance with state and CIRM requirements; establishes and maintains files for contracts, expenditures, etc as needed by the Chief Administrative Officer. In addition, he/she will provide administrative support to the Chief Administrative Officer and his/her professional staff.

#### **Qualifications:**

- Possession of a bachelor's degree in business administration or related field, and at least 4 years of experience performing administrative and/or customer service support or an equivalent combination of education and experience.
- Excellent administrative and reception skills.
- Diplomatically communicate with executives and staff level individuals both within and outside the agency; demonstrate proper protocol.
- Ability to work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Record-keeping experience.
- Strong organizational skills
- Exceptional oral and written communication and editing skills;
- Computer skills including MS Word, Excel, and MS Outlook.
- Ability to work well in a team environment.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities.
- Establish and maintain effective professional working relationships with those contacted in the course of day to day work
- Uses initiative and independent judgment in resolving operational issues within established procedural guidelines.



## CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

**Preferred Qualifications:** Experience with scientific organizations, biotech, academic or patient advocacy groups.

**HOW TO APPLY:** Interested candidates please submit:

- Cover letter
- Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or CIRM Search, 210 King Street San Francisco, CA 94107

**CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.**